

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, October 26, 2016 in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Erin Adams, Trustee
Alice Hale, Chair (Arrived at 6:30 pm)
Naresh Sahota, Trustee
Dave Whelan, Trustee

Matt Djonlic, Trustee
Sandra Hochstein
Brian McBride, Trustee
Brent Asmundson, Trustee/Councillor

Also Present: Todd Gnissios, Director
Silvana Harwood, Deputy Director & Director, Technologies
Anthea Goffe – Director, Community Engagement
Maryn Ashdown – Director, Customer Experiences
Sandra Haluk, Office Manager (minute taker)

CALLED TO ORDER

Item 01 Call to Order

Naresh Sahota, Vice Chair called the meeting to order at 6:01 pm

Item 02 Approval of the Agenda

#77 THAT the agenda be received as presented

- **Moved by Trustee Adams**
- **Seconded by Trustee Whelan**

carried

APPROVAL OF CONSENT AGENDA

Items received

03 Documents, Reports, Correspondence:

03-01 Trustee Recruitment Link to City forms (LINK)

04 Publications/Newsletters:

04-01 ISS – Syrian Resettlement Newsletter #13 (LINK)

04-02 BCLTA Bulletin October 2016 (separate email)

04-03 TriCities Literacy News October (LINK)

05 Board Minutes & Reports:

- 05-01 Board Meeting Minutes, September 28, 2016
- 05-02 Human Resources Committee, October 15, 2016 (no minutes)
- 05-03 Planning & Development Committee September 28, 2016 (draft)
- 05-04 Action Issue Log 2016

Approval of the consent agenda

#78 Motion to approve the consent agenda as presented

- **Moved by Trustee Adams**
- **Seconded by Trustee/Councillor Asmundson**

carried

06 Other Meeting and Representative Reports:

- None received

07 Action items arising from Consent Agenda:

- No items

08 InterLINK – Trustee Hochstein:

- No October meeting
- Trustee Hochstein gave a quick overview of 'Community Technology Roadmap' prepared by the West Vancouver Memorial Library and will email Trustees link

09 Arts and Culture Representative – Matt Djonlic – verbal report:

- No report (no meeting)

10 Friends of CPL – Trustee Whelan – verbal report:

- No report (next meeting October 29'16)

11 Council Report – City Councillor, Trustee Asmundson – verbal report:

- Reported on Parks & Rec – facilities, funding and planning (long term 5, 10 & 15 yrs). Year 2025 - place marker is tentatively slotted for outfitting a library in the Burke Mtn. area
- Park amenities - maintenance & equipment of parks, replacing aging equipment

12 Director's Report:

Received – Highlights:

- ESL Practice Groups – due to the overwhelming popularity – SHARE is finding facilitators to offer a second Saturday EPG later this year or January 2017
- Envisionware – wifi printing installed and available to the public
- IT update – completed decommissioning old server network – all network domain servers fully transferred to new network
- Single service Help Desk – staff training completed, implementation date Nov 1'16
- Cultural Executive Directors meeting – library has access to 20 low cost bus shelter advertising opportunities – Library cost is copy and printing of ad

13 Financials:

- 13-01 Financials (activities, position & Library Link) ended September 2016

- Received and reviewed
- Tracking high in wages/benefits – ‘Help’ Desk training and Reorganization
- Tracking high in professional fees – includes legal and medical costs
- Expect a modest deficit at year end

ACTION ITEM: Prepare monthly cash flow projection

13-02 CPL Library Living Legacy Fund, Statement Jan to June 2016

- Received – For Information Only

Item 14 ITEMS FOR DISCUSSION AND/OR DECISION

15 New Business

- 16 Book Launch Event – With Hearts and Minds: Maillardville, 100 Years of History on the West Coast of BC by Al Boire
- Open invitation to Trustees – all welcome to attend. Trustee Adams is planning to attend event
 - Author will donate two copies, one for each branch
- 17 Board/Staff BBQ – Trustee verbal report
- Trustees Hale, Djonlic & Whelan attended event
 - Very good turnout
 - Staff appreciated the event and attendance of Trustees
 - Suggestion: move event date to May/June
- 18 Royal Canadian Legion – request to sell poppies from October 28’16
- Letter received asking for authorization to sell poppies at both branches

#79 THAT the CPL Board accepts the request of the 2016 Poppy Campaign as presented

- **Moved by Trustee/Councillor Asmundson**
- **Seconded by Trustee McBride**

carried

- 19 Library Closures 2017 - For information only
- Discussed Holiday and Contractual Library Closures 2017
 - Possible openings: Canada Day, Easter Monday, Family Day, Victoria Day
 - Staff with PT and Casual at regular pay + % in lieu of benefits, triple time for full-time, double time plus day in lieu
- 20 Library Link – update
Library Link Service Expansion Report – October 2016 prepared by Anthea Goffe – received
- Provided a full report to date
 - Increased visitors and circulation over past year
 - Looking at opportunities at other parks, Seniors Facilities
 - Trustee Whelan expressed his congratulations to Anthea on her report and achieving the goal.

#80 THAT the CPL Board accepts the Library Link Service Expansion Report – October 2016 as presented

- **Moved by Trustee Whelan**

- **Seconded by Trustee/Councillor Asmundson**

carried

- 21 City of Coquitlam Volunteer Recognition event
- All Trustees are encouraged to attend
 - Director Gnissios will be attending

22 Old Business

- 23 Board Christmas Dinner – Date & Location confirmed
Received

24 In-Camera items (move in camera)

#80 THAT the CPL Board move to in-camera

- **Moved by Trustee Djonlic**
- **Seconded by Trustee Hale**

carried

Moved in camera at 7:25 pm

Labour Relations – update
Human Resources – update
Benefits, contractual – update

Out of Camera

#81 THAT the CPL Board move out of in camera and back to regular meeting

- **Moved by Trustee Djonlic**
- **Seconded by Trustee Adams**

carried

Moved out of in-camera at 8:10 pm

ITEM 1000 ADJOURNMENT

#82 Motion to adjourn

- **Moved by Trustee/Councillor Asmundson**
- **Seconded by Trustee Hale**

carried

Meeting adjourned at 8:10 pm

Todd Gnissios, Director
Secretary to the Board

Alice Hale, Chair
Library Board

Date Signed: _____

Date Signed: _____

Minutes taken by Sandra Haluk, Office Manager

THE NEXT REGULAR BOARD MEETING
6:00 PM
November 23, 2016
Board Room
Coquitlam Public Library – Poirier Branch
575 Poirier Street, Coquitlam, BC